

SECRET

EXECUTIVE TO THE DIRECTOR

10 December 1946

DEPUTY EXECUTIVE FOR PERSONNEL AND ADMINISTRATION

Projects Report for Personnel and Administration

I. SERVICES DIVISION

1. Space - The Public Buildings Administration has assigned a total of 9,915 square feet of office space in "M" Building to CIG as of 11 December 1946. PBA has also assigned 2210 E Street, N.W. to CIG effective 11 December 1946.

2. Reproduction - A final agreement has been prepared on the operation of a printing plant for the joint benefit of CIG and the State Department. The agreement is a three-way agreement between the State Department, CIG, and the Government Printing Office. Upon consummation of the agreement, another agreement will be prepared with the State Department on the duplicating plant in South Building.

II. PERSONNEL DIVISION

1. The following is a statistical report of the actions being processed by the Personnel Division:

Actions on Hand, 25 Nov. 1946
Completed during period 25-29 Nov.

Actions on Hand 29 Nov. 1946

Distribution:

Office of Chief
Procurement & Assessment
Classification
Transactions & Records
Pending EOD
Awaiting Security
Other (all types of actions
that do not affect total
strength of CIG)

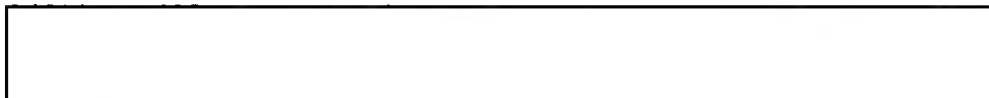
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III. FINANCE DIVISION

1. Administrative Services for FBIS Overseas - Arrangements have been made with the Army Air Forces, the Transportation Corps, and the Army Transport Command for the furnishing of overseas transportation to CIG personnel. The results of the arrangements are as follows:

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- (a) The expense of travel for military and Naval personnel transported by the Army Transport Command will be borne by the Army.
- (b) CIG will reimburse for civilian personnel transported by ATC. Likewise, all cargo shipped through ATC facilities will be at CIG expense. CIG identification in connection with the transportation requests or in connection with





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IV. SECURITY DIVISION

1. Security Regulations - The security regulations will be issued within the next few days, as forms have now been made available.

2. Top Secret Control Procedure - The procedure for the control of Top Secret material in CIG is now in the process of being circulated for the comments of the Assistant Directors.

3. Investigations by FBI - Through 2 December 1946,  were forwarded to FBI for investigation. Of these only  cases have been returned as of that date.

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V. COMMUNICATIONS DIVISION

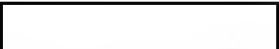
No change since last report.

VI. PROJECTS SUPPORT DIVISION

1. Overseas Property Accountability Procedures - The Projects Support Division is in the process of working out procedures for overseas property accountability to be used in connection with S.O. activities.

VII. LEGISLATIVE LIAISON DIVISION

No report.


Deputy Executive for Personnel
and Administration

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